

FILE LAYOUT INFORMATION FOR CITIES AND TOWNS

Fund and Revenue Codes

A list of the unit id numbers, fund numbers and revenue codes are on are web page at: <http://www.in.gov/sboa/resources/vendorinfo/>. If you have one that is not listed, contact Linda Baker by email at lbaker@sboa.state.in.us to get the correct code. If you are using the State Tax Board codes, contact Linda Baker by email at lbaker@sboa.state.in.us to get a file that converts the Tax Board Codes to the ones used in this system.

Example File Layout

An example of a file layout for the BEGBAL file is as follows:

```
2002531000110888      -100.00
2002531000101001      1000.00
```

File Name: HEADER

File Description: This file contains the information on the cover page of the annual report. This file will have one record for each unit.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See Unit Id Number List
Unit Type	Numeric	1	See Unit Id Number List
ID Number	Numeric	4	See Unit Id Number List
Federal Id	Numeric	9	Do not include hyphens
Unit Name	Character	35	
Official's Last Name	Character	25	
Official's First Name	Character	25	
Official's Middle Initial	Character	1	
Official's Title	Character	25	
Address Line 1	Character	25	
Address Line 2	Character	25	
City	Character	25	
County Name	Character	35	
Zip Code	Numeric	9	Do not include hyphens
Phone Number	Numeric	10	Do not include hyphens

File Name: BEGBAL

File Description: This file contains the beginning cash fund balances on Part 1 of the annual report. There should be a record for each fund.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See Unit Id Number List
Unit Type	Numeric	1	See Unit Id Number List
ID Number	Numeric	4	See Unit Id Number List
Fund Type	Numeric	2	See Fund Code List
Fund Code	Numeric	3	See Fund Code List
Beg Cash Fund Balance	Numeric	14	DO NOT include investments on hand. Include decimal point and sign (if negative).
Unit's Fund Number	Numeric	5	Fund Number from Unit's accounting system

File Name: RECEIPTS

File Description: This file contains the receipts on Part 2 of the annual report. There is a record for each revenue code by fund.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See Unit Id Number List
Unit Type	Numeric	1	See Unit Id Number List
ID Number	Numeric	4	See Unit Id Number List
Fund Type	Numeric	2	See Fund Code List
Fund Code	Numeric	3	See Fund Code List
Revenue Code	Numeric	5	See Revenue Code List
Amount	Numeric	14	Include decimal point.
Unit's Account Number	Numeric	10	Revenue Acct No. from Unit's system

File Name: DISBURSE

File Description: This file contains the disbursements on Part 3 of the annual report. There is a record for each expenditure classification by fund.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See Unit Id Number List
Unit Type	Numeric	1	See Unit Id Number List
ID Number	Numeric	4	See Unit Id Number List
Fund Type	Numeric	2	See Fund Code List
Fund Code	Numeric	3	See Fund Code List
Department	Numeric	3	See Fund Code List. Enter 0 if no dept.
Expenditure Classification	Numeric	5	10000 = Personal Services 20000 = Supplies 30000 = Other Services and Charges 40000 = Capital Outlay 50000 = Other Disbursements 60000 = Transfers of Funds 70000 = Purchase of Investments
Paid To	Character	35	Leave Blank for all units except Townships.
Amount	Numeric	14	Include decimal point.

File Name: UTILITY

File Description: This file contains the utility information on Part 4 of the city and town annual report.

Assets and liabilities should be entered for class A and B Utilities only. Receipts and disbursements are entered for all utilities.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See Unit Id Number List
Unit Type	Numeric	1	See Unit Id Number List
ID Number	Numeric	4	See Unit Id Number List
Fund Type	Numeric	2	See Fund Code List
Fund Code	Numeric	3	See Fund Code List
Chart of Accounts Code	Numeric	5	See Chart of Accounts
Organizational Unit	Numeric	2	Use only for operating disbursements Enter zero for everything else 20=SOURCE OF SUPPLY/EXPENSE-OPERATIONS 21=SOURCE OF SUPPLY/EXPENSE-MAINT 22=WATER TREATMENT EXPENSE-OPERATIONS 23=WATER TREATMENT EXPENSE-MAINT 24=PRODUCTION AND SUPPLY 25=POWER PRODUCTION 26=STORAGE 27=TRANSMISSION/DISTRIBUTION-OPERATION 28=TRANSMISSION/DISTRIBUTION-MAINT 29=OPERATIONS AND MAINTENANCE 30=COLLECTION SYSTEM-OPERATIONS 31=COLLECTION SYSTEM-MAINTENANCE 32=PUMPING-OPERATIONS 33=PUMPING-MAINTENANCE 34=TREATMENT AND DISPOSAL-OPERATIONS 35=TREATMENT AND DISPOSAL-MAINTENANCE 36=CUSTOMER ACCOUNTS 37=SALES EXPENSE 38=ADMINISTRATION AND GENERAL 39=RECLAIMED WATER TREATMENT OPERATION 40=RECLAIMED WATER TREATMENT-MAINT 41=RECLAIMED WATER DISTRIBUTION-OPER 42=RECLAIMED WATER DISTRIBUTION-MAINT 43=TRANSMISSION 44=DISTRIBUTION
Amount	Numeric	14	Include decimal point.

File Name: INVEST

File Description: This file contains the cash and investments on Part 5 of the city and town annual report.

There should be a record for each investment of the governmental unit on hand at year end and for each checking account, change fund and/or petty cash fund at year end.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See Unit Id Number List
Unit Type	Numeric	1	See Unit Id Number List
ID Number	Numeric	4	See Unit Id Number List
Investment Code	Numeric	5	10100 for Cash accounts 10300 for Investments
Account Number	Character	25	The number on the investment, savings account number or checking account number.
Purchase Date	Date	8	The date the investment was purchased or the date of the last renewal. Omit for savings accounts and cash accounts. In form YYYYMMDD.
Fund Type	Numeric	2	See Fund Code List
Fund Code	Numeric	3	See Fund Code List. Omit for cash accounts.
Description	Character	25	The type of investment. (ie, Certificate of Deposit, Savings Account, Repurchase Agreement, Treasury Bill, Notes and Bonds) or the name and type of each checking account, change fund and/or petty cash fund.
Maturity Date	Date	8	Omit for savings accounts and cash accounts. In form YYYYMMDD.
Interest Rate	Numeric	7	Include decimal point and no more than 3 decimal places. Omit for cash accounts.
Amount	Numeric	14	Include decimal point.

File Name: DEBT

File Description: This file contains the information on the bonds and short term debt on Part 6 of the annual report. There should be one record for each type of debt.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See Unit Id Number List
Unit Type	Numeric	1	See Unit Id Number List
ID Number	Numeric	4	See Unit Id Number List
Debt Code	Numeric	5	22100 = General Obligation Bonds 22301 = Water Utility Revenue Bonds 22302 = Wastewater Utility Revenue Bonds 22303 = Electric Utility Revenue Bonds 22304 = Gas Utility Revenue Bonds 22305 = Transit System Bonds 22306 = Mortgage Revenue Bonds 22307 = Industrial Revenue Bonds 22399 = Other Revenue Bonds Payable 23100 = Long Term Leases
Beg Balance	Numeric	14	Include decimal point
Debt Issued during year	Numeric	14	Include decimal point
Debt Retired during year	Numeric	14	Include decimal point
Interest Paid during year	Numeric	14	Include decimal point

File Name: INTERGOV

File Description: This file contains the information on intergovernmental expenditures on Part 7 of the annual report. There is a record for each type of intergovernmental expenditure.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See Unit Id Number List
Unit Type	Numeric	1	See Unit Id Number List
ID Number	Numeric	4	See Unit Id Number List
Intergovernmental Code	Numeric	3	102 = Fire Protection 106 = Local Schools 115 = Highways 119 = Trash Collection 126 = Housing Renewal 199 = All other local 329 = Correction (State) 330 = Highways (State) 399 = All other state
Amount	Numeric	14	Include decimal point.

File Name: GRANT

File Description: This file contains the information on Federal and State Grants on Parts 8 and 9 of the annual report. Enter a record for each federal or state grant.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See Unit Id Number List
Unit Type	Numeric	1	See Unit Id Number List
ID Number	Numeric	4	See Unit Id Number List
Grant Code	Character	1	F = Federal Grant S = State Grant
Grant Number	Character	20	For federal grants, enter the CFDA number. For state grants, enter the grant number assigned by the awarding state agency.
Grant Name	Character	35	For federal grants, enter the federal title. For state grants, enter the project name.
Federal or State Agency	Character	35	For federal grants, enter the name of the federal agency for grants received directly from a federal agency, or the name of the state agency for pass-through federal grants For state grants, enter the state awarding agency
Amount of Grant	Numeric	14	Include decimal point
Fund Type	Numeric	2	See Fund Code List
Fund Code	Numeric	3	See Fund Code List
Beg. Balance	Numeric	14	Include decimal point
Receipts	Numeric	14	Include decimal point
Disbursements	Numeric	14	Include decimal point

File Name: FIXEDAST

File Description: This file contains the information on Part 10 Fixed Assets. There is a record for each fund.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See Unit Id Number List
Unit Type	Numeric	1	See Unit Id Number List
ID Number	Numeric	4	See Unit Id Number List
Fund Type	Numeric	2	See Fund Code List
Fund Code	Numeric	3	See Fund Code List
Beg. Balance	Numeric	14	Include decimal point
Additions - Land	Numeric	14	Include decimal point
Additions - Buildings	Numeric	14	Include decimal point
Additions - Improvements	Numeric	14	Include decimal point
Additions - Equipment	Numeric	14	Include decimal point
Additions - Construction	Numeric	14	Include decimal point
Reductions - Land	Numeric	14	Include decimal point
Reductions - Buildings	Numeric	14	Include decimal point
Reductions - Improvements	Numeric	14	Include decimal point
Reductions - Equipment	Numeric	14	Include decimal point
Reductions - Construction	Numeric	14	Include decimal point

File Name: NONGOV

File Description: This file contains the information on financial assistance you provided to nongovernmental entities (i.e. not-for-profits) during the year on Part 11 of the annual report. Enter a record for each entity that was provided assistance.

Examples of nongovernmental entities that you might provide funding to include: Convention and Visitors Bureaus, Volunteer Fire Departments, Senior Citizen Centers, Councils on Aging, Historical Societies, Day Care Centers, Humane Shelters, Chambers of Commerce, 4-H Clubs, Private/Religious Schools, YMCAs, Youth Leagues, etc.

Do not include amounts you pay to vendors for goods or services.

Fields:

<u>DESCRIPTION</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>COMMENTS</u>
Year	Numeric	4	
County Number	Numeric	2	See Unit Id Number List
Unit Type	Numeric	1	See Unit Id Number List
ID Number	Numeric	4	See Unit Id Number List
Federal ID	Numeric	9	Federal ID number of entity provided assistance, if known. Do not include hyphens.
Unit Name	Character	35	
Address Line 1	Character	25	
Address Line 2	Character	25	
City	Character	25	
State	Character	2	
Zip Code	Numeric	9	Do not include hyphens.
County Name	Character	35	
Entity's Operating Officer	Character	35	
Phone Number	Numeric	10	Do not include hyphens.
Funding Description	Character	35	(i.e. Fire Protection)
Amount	Numeric	14	Include decimal point.